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DD/ST# 1732-69

29 APR 1969

DD/S 69-2074

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH: Chief, Administrative Support Staff,  
DD/S&T

THROUGH: DD/S&T Records Management Officer

SUBJECT: DD/S&T Records Management Assistance

REFERENCES:

- a. Memorandum to the CIA Records Administration Officer, DD/S&T 1061/69, dated 18 March 1969; Subject: Assistance to the Deputy Director for Science and Technology
- b. Memorandum to the CIA Records Administration Officer, OSP-0265-69, dated 14 March 1969; Subject: Assistance to the Office of Special Projects, DD/S&T

1. Assistance to the Office of Special Projects, DD/S&T, continued as follows:

a. Further development toward implementation of the document control system under sensitive project management requirements.

b. Conversion of cable files and document controls to microfilm. This assistance was in the form of conferences with Printing Services Division personnel, the DD/S&T/RMO, and the OSP/RMO as to microfilming procedures, etc.; assistance to the OSP/RMO with regard to file preparation requirements and procedures; microfilm reader selection; and project control procedures. Further assistance has been requested with respect to the project as it progresses.

c. Review and resolution of comments, and re-drafting of the OSP Records Management Manual.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. Assistance provided the DD/S&T Records Management Officer to date has involved:

a. Review and analysis of feed back from DD/S&T component Records Management Officers with respect to the DD/S&T Records Retention Plan. The consolidation of the information submitted by these RMOs, after comparison to existing Records Control Schedules, became a draft Records Retention Plan. This draft Plan has been submitted to the Chief, Administrative Staff, and the Executive Officer, DD/S&T, for information, review, and concurrence.

b. Realignment of DD/S&T office codes assigned for use on Records Control Schedules. A general Schedule review disclosed that there had been a duplication of numbers, involving four (4) offices; and the Office of Scientific Intelligence code had not been converted to the DD/S&T system.

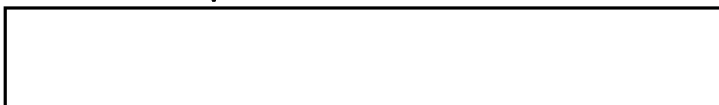
c. Support to the DD/S&T Records Management Officer in developing and conducting a DD/S&T Records Management Officer meeting of all DD/S&T RMOs. This meeting covered: establishment of a formal DD/S&T records management program; status of the Records Retention Plan; the role of the undersigned and availability to help all DD/S&T RMOs; the need for a records inventory; the updating of Records Control Schedules; and other group administrative matters.

d. Preliminary development of DD/S&T records management directives.



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Concur:



DD/S&T Records Management Officer

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